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ABSTRACT

This report on the FY 1989-92 LSCA (Library Services and Construction Act) Long Range Program for library development in Arizona begins by describing the purpose of the program and the methodology used in its development, i.e., a review and analysis of past statewide library plans, and structured group meetings with librarians throughout the state to provide opportunities for consultation on the validity, scope, and priority of issues identified from past studies and plans. Brief discussions of the areas covered by the study are then presented, including the needs of the state's 135 public libraries in general and the needs of such special constituencies as the institutionalized, minorities, the economically disadvantaged, the elderly, and limited English speaking persons. Interlibrary cooperation, the State Library, and the Arizona State Advisory Council on Libraries are also discussed. Information on LSCA is then provided, including the dissemination of reports prepared for LSCA in Arizona; LSCA criteria; the LSCA grants application and review process; Title II--Public Library Construction; the 1989 LSCA Long Range Program Rules and Regulations and Guidelines; and the Arizona 1989 LSCA Mission and Supporting Goals. Nine goals that have been developed to support this mission are then presented together with objectives and activities designed to meet those goals. A list of the members of the State Advisory Council on Libraries is appended. (EW)

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Arizona Long Range Program for Library Development 1989-92

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September 30, 1988

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ARIZONA LONG RANGE PROGRAM

FOR

LIBRARY DEVELOPMENT

1989-92

STATE OF ARIZONA
DEPARTMENT OF LIBRARY, ARCHIVES & PUBLIC RECORDS

Sharon G. Womack, Director

Tony Miele, Library Extension Division Director

1700 West Washington
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September 30, 1988

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State of Arizona
DEPARTMENT OF LIBRARY, ARCHIVES AND PUBLIC RECORDS

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SHARON G. WOMACK
Director
ARLENE BANSAL
Deputy Director

January 12, 1989

Dear Colleague:

I am pleased to provide you a copy of the FY 1989-92 LSCA Long Range Program. The Program was accepted and approved by the U.S. Department of Education, Library Programs Office, on November 4, 1988.

The Annual Program is our official blueprint for library development in Arizona for the next three years. This year's edition is almost identical to the Arizona Statewide Library Plan adopted at the ASLA conference on October 5, 1988. (The slight differences between the two documents reflect federal language requirements.)

We owe much gratitude to all those whose hard work has made the Statewide Plan such a flexible and workable document. The Plan is effectively a template which enables us to produce a Program clearly geared to the library service needs of our state.

Please call or write if you have comments; we always appreciate your input.

Sincerely,

Sharon G. Womack

Sharon G. Womack
Director

SGW/dv

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PURPOSE OF THE LONG RANGE PROGRAM

This document has been prepared by the Arizona Department of Library, Archives and Public Records as required by the Library Services and Construction Act, P.L. 98-480, as amended.

In 1986, Arizona formed a Statewide Library Planning Council (Planning Council) for the purpose of developing a Statewide Library Plan for Arizona. At the Planning Council's request, the Department of Library, Archives and Public Records (State Library) employed Peat, Marwick, Mitchell and Company in association with JNR Associates, to formulate a long range plan based on (1) a review and analysis of past studies and plans, together with (2) a series of structured meetings designed to elicit individual and group input. In April of 1987, a draft of the long range plan formulated by PMM & Co. was approved with some additions and deletions recommended by the library community. Early 1988, the Planning Council decided to have three regional hearings to review the final draft of the Statewide Plan. The hearings were held in Scottsdale, July 29; Tucson, August 3; and Flagstaff, August 5, 1988. On August 19, 1988, the Planning Council reviewed the comments and suggestions received at the hearings and approved the final document. On September 16, 1988, the State Advisory Council on Libraries (Advisory Council) also approved the Statewide Plan.

The 1989-1992 LSCA Annual and Long Range Programs will reflect strict adherence to all Library Services and Construction Act (LSCA) criteria and guidelines. Further criteria for determining needs and for the review and evaluation of grant programs for public libraries are based on the *"Minimum Arizona Public Library Standards"* 1978, as published by the ASLA and recognized by the State Library as official standards for library development. In November, 1987, the Public Library Division of the ASLA adopted new *"Guidelines for Public Library Service."* The State Library is currently reviewing these Guidelines to determine the appropriateness for use as criteria in applying for LSCA grants. The Guidelines will be used as part of the LSCA criteria beginning in FY 1990.

PREFACE

This Long Range Program is the culmination of many years of effort by numerous groups and individuals, and represents a distillation of the profession's collective wisdom in Arizona.

METHODOLOGY

The methodology used to develop this Long Range Program was designed to build on past planning efforts of Arizona's library community and to involve a wide variety of librarians from many types of libraries located in all parts of the state. The methodology consisted of two key activities:

- Review and analysis of past statewide library studies and plans to identify a broad range of planning issues of interest to Arizona's library community.

- Structured group meetings with librarians throughout the state to provide extensive opportunities for consultation on validity, scope, and priority of issues identified from past studies and plans.

Oversight and guidance of the planning methodology and process was undertaken by the Planning Council. Major portions of the document reviews, field work, interviews, analyses,

and preparation of draft plans were undertaken on behalf of the Planning Council by library consultants of Peat, Marwick, Mitchell & Co. in association with JNR Associates. Administrative support was provided by the State Library.

REVIEW AND ANALYSIS OF PAST STUDIES AND PLANS

Over 45 background documents developed by Arizona's library community during the past 18 years were reviewed and analyzed to identify planning issue areas of concern to Arizona's library community. The approach to the document review was interactive, consisting of seven steps:

- identified and obtained past statewide and county public library planning studies, reports, and minutes of meetings;
- identified and obtained current ASLA goals statements;
- identified and obtained Arizona library statistics;
- reviewed and analyzed the background materials;
- identified concerns cited in the background documents;
- developed a taxonomy for the concerns; and
- organized the concerns into planning issue areas.

Analyses focused on public libraries and planning concerns related to public libraries, such as:

- type and quality of service;
- methods of delivery of service;
- cooperation and resource sharing;
- technology and automation;
- staff development and continuing education;
- organizational, funding or service imbalances; and
- inequities among library units.

Fourteen planning issues were identified and the Arizona library community was invited to react to the "Programming Issue Areas." Nine Reactor Group meetings were held: two in Flagstaff, two in Tucson, and five in Phoenix. Librarians were invited to self-select a Reactor Group in the following categories:

- small and medium-sized public libraries;
- metropolitan public libraries;
- academic libraries;
- school libraries; and
- special libraries.

A total of 174 people attended the nine carefully focused and professionally administered Reactor Group sessions. At each session participants worked in small groups to define and document their viewpoints regarding:

- validity, scope, and priority of the planning issue areas;
- results expected in the next five years in the issue areas;
- what year the results should be achieved;
- role to be played by
  - local libraries,
  - county libraries,
  - ASLA
  - other libraries, and
  - the State Library.

In all, participants developed 223 discrete statewide planning objectives desired for completion over the next five years, by 1991.

The objectives were reviewed and analyzed, and used to formulate the mission and goals and objective statements presented in this statewide long-range library plan.

INTRODUCTION

The State Library is empowered by statute (A.R.S. § 41-1336 to 41-1352, Section 6) to give professional advice and assistance in the establishment and operation of county free libraries, municipal libraries or any combinations thereof, and to joint ventures of public and private or nonprofit libraries in the State which make library information available to the public and which request such professional advice and assistance. In order to carry out these duties, the agency is empowered to receive and administer funds, books or other property for the benefit of the public libraries.

The State Library consists of three divisions:

Library Extension (LED)
Library for the Blind and Physically Handicapped (LBPH)
Research Library

There are six professional staff in LED, 17 in the Research Library and seven in LBPH.

The Research Library provides interlibrary loan and reference services and the LBPH provides direct services to the handicapped people of Arizona.

The Research Library is a regional depository for federal documents, does data base searching and other reference activities. Recently, it has assumed the administration and maintenance of Serials on Line in Arizona (SOLAR), a union of list serials held by the major university, special and public libraries in Arizona.

The LBPH has received several awards for outstanding service to its patrons. It has one of the finest automated systems to improve its level of service. It also is recognized as a leader in recording materials used by the National Library Service (NLS).

The State Library is responsible for receiving and administering federal funds for libraries provided by the Library Services and Construction Act (LSCA) within the Basic State Plan and Annual Program for LSCA. In accordance with the intent of the State law and the provisions of LSCA, the funds are used to provide maximum benefit to library users in Arizona.

Arizona is experiencing phenomenal growth. Despite this fact, the public libraries are continuing to provide top level service to the many residents that have access to their libraries. Maricopa County has a reciprocal borrowing arrangement to provide some financial relief to the five large metropolitan libraries in that county.

There is presently one county that does not have a county library. There are 10 libraries in that county serving most of the 67,000 population. The State Library is currently working with a community college library to provide library services to those in the county not receiving service.

Since 1969, funds have been appropriated for direct state aid to all county libraries, the six metropolitan libraries and the Arizona Interlibrary Loan Center.

ARIZONA GROWTH AND DEVELOPMENT

Arizona is the sixth largest state in the United States. It is a state of great extremes. There are 15 counties in the state that make up its 113,909 square miles of predominantly rural land mass. It is a metropolitan state, however, in that 86% of its population lives in the metropolitan areas of either greater Phoenix or Tucson.

In the past decade, Arizona's population has increased 41.3%, second only to Nevada. The distribution by race is 82.4% white, 5.6% Indian, 2.8% black, 0.8% Oriental, other 8.4%. 16.2% of the population is of Spanish heritage. The annual growth rate is 3.4% with population expected to grow to 4,634,320 by 1995. The trend towards greater urbanization is expected to continue.

People migrate here not only because of the climate but also because of the diversity of life styles. Arizona represents a tremendous variety of cultures and special groups. It is a winter haven for visitors, young and old alike. Arizona also represents a large retirement constituency of senior citizens comprising 12% of the state's population. Arizona is heavily influenced by its increasing Mexican American population as well as the 140,000+ Native Americans comprising 5.6% of the state's population living on 19 Indian reservations.

The type of employment has also changed. From an economy once dependent on mining and agriculture, particularly copper, cotton and cattle, Arizona is now more service oriented than the nation. As Arizona is forth in the nation in population growth, libraries fall among many other public services caught up in the frenetic growth.

Total civilian labor force is approximately 1,600,000; the unemployment rate is around 7%. Of those employed, 24.3% are services, 24.2% trade, 13.7% manufacturing, 0.8% mining, 16.9% government, 20.1% others. Minorities comprise 25.4% of the population. Arizona is one of the top six states that lead in growth of population 65 years and older. However, the population has remained young, median age is 29.2. The largest age group is in the 5-39 bracket. This represents 55% of the state's population which traditionally represents the largest group of library users.

Illiteracy is a national problem and Arizona has its share. 56% of the illiterates in Arizona are under the age of 50; 35% are in their twenties or thirties; 70% have not completed high school and 56% of Hispanic seventeen-year-olds are functionally illiterate. One of every four Arizonans lacks the ability to read, write or compute.

NEEDS ASSESSMENT

At the hearings held in Phoenix, Tucson and Flagstaff, specific areas of library needs were identified. They included:

1. increased state funding
2. expanded consultant services especially in the areas of automation, planning and CE activities
3. clearinghouse for long range plans and library policies
4. assistance in collection development
5. board relations
6. assistance in formation of friends of library groups
7. new trustee manual
8. resource sharing

The Public Library Division of the ASLA recently developed *"Guidelines for Public Library Service."* The State Library plans to incorporate these guidelines into the criteria for state aid and LSCA program funding. In establishing priorities, those projects that have statewide implications will be given top priority especially in areas that do not have countywide services. Another top priority is to improve services in areas where library services are inadequate. Since no one library has enough resources to serve its patrons, Interlibrary Loan is a basic statewide priority. The State Library will continue its funding of the ILL Center located at Phoenix Public Library (AILLC) and the Information and Research Center at Tucson Public Library (ARIC). Whatever the priorities, they will fit within the context of the federal guidelines and LSCA priorities.

ARIZONA PUBLIC LIBRARIES

Arizona has 135 public libraries across the state. There are 15 counties but only 14 that provide countywide service. During the past year, Navajo County ceased its county library operations. The State Library is currently working with Northland Pioneer College to hopefully restore countywide service in Navajo County. The public library systems in Arizona are provided for in the Arizona Revised Statutes. Incorporated cities and towns may have separate libraries or may choose to be a part of the county system. County political subdivisions have the choice of either contracting for county service or implementing their own library program.

The average per capita support for public libraries is up from $7.87 to $12.81, a 63% increase. Due to the tremendous increase in population, book expenditures per capita have increased only slightly $1.55 to $2.00, still under the national average. State aid is available to all county libraries and the six large metropolitan libraries for the development of the county as a whole.

In August of 1986, the County Library District Law went into effect. Main purpose is to allow a secondary tax to be levied for library services only. As of this date, ten of the fifteen counties have converted into county library districts. Some of the counties are operating under the new district system the same as before, while others have changed operating methods, relationships with libraries in their cities, towns and unincorporated areas. Most of the districts have experienced a sizeable increase in funding. The next year should see some additional changes with the remaining counties.

INSTITUTIONALIZED

There are 13,858 individuals in state-supported mental, correctional and other institutions. Through LSCA, the State Library has made it possible for the Department of Corrections to hire a library coordinator. Over the past three years, literacy programs have been instituted and reference collections upgraded in individual institutions. Through the cooperative efforts of both agencies, concerted efforts will be made to improve and extend services to more individuals to meet the needs of the institutionalized. Presently, there is limited library service to the mental institutions. New efforts will be inaugurated to assist the libraries in mental institutions during the next three years.

SPECIAL CONSTITUENCIES

The LBPH Division serves 7,500 patrons and institutions and circulated 300,000 books and local magazines in 1988. This represents almost a 50% growth since 1980 when the library served 5,200 patrons and institutions and circulated 210,000 items. In 1981 the LBPH acquired an automated Readers' Advisor/Circulation system that was significantly updated in 1987. A new building was completed in 1982 that provided growth space for 20 years.

The volunteer program has received national recognition by the NLS network as one of the finest programs of its kind. The recording program is the only NLS network library program that has qualified for the NLS Quality Assurance Program for the production of books. The LBPH has been selected as a test site by NLS for an outreach to seniors program. It also had an active role in developing Sun Sounds, the Arizona radio reading program that now reads to 90% of the State's population.

MINORITIES

Minorities account for 17.6% of the population. As stated above, Black account for 2.8%, Oriental 0.8%, Indian 5.6%. However, 16.2% of the population is of Spanish heritage. Most of the black population is located in the Phoenix and Tucson areas. The counties with the largest Spanish population include Cochise, Gila, Greenlee, Pinal, Santa Cruz, and Yuma. The Indian tribes live mainly in Apache, Coconino and Navajo Counties.

ECONOMICALLY DISADVANTAGED

The total number of persons below the poverty level is 351,000 or 13.2% of the State's population. Apache County which has the highest number of native Americans also has more than 25% of the families (35.3% or 20,700 people) with incomes below the poverty level.

ELDERLY

The population of Arizonans over 65 is scattered throughout the State. There are only two counties, Mohave and Yavapai, with more than 15% of the population over 65, approximately 21,890 or 17% of the population.

LIMITED ENGLISH SPEAKING

The 1980 census lists 78,108 people who either speak English poorly or not at all. 17,306 are in the age group of 5-17 years of age and 60,802, 18 years and up. This group represents 2.88% of the total population.

Most of the limited English speaking people are of Spanish heritage. They are clustered in Apache, Maricopa, Pima and Yuma Counties.

Pima and Maricopa County libraries have done the most programs for the Hispanic people. Tucson Public Library has produced Fotonovelas which have brought the library national recognition.

INTERLIBRARY COOPERATION

One of the major recommendations of the Statewide study done by Peat Marwick Mitchell was resource sharing. Some activities are already underway in this area. There is a union list of serials (SOLAR), the Interlibrary Loan Center and the Reference Center. In addition, there are net lending agreements with the three major universities.

This past April, the Library of Congress approved the Arizona Center for the Book. This is a statewide coalition including the general public, libraries, publishers, authors and booksellers.

Maricopa County has a reciprocal borrowing program. Chandler/Gilbert have a multi-type dial-up access catalog involving the public library, high school and community college libraries. All of the major university libraries, community college libraries, metropolitan libraries and four county libraries belong to AMIGOS. Yavapai County has a multi-type shared circulation system including a community college, a four year college, a high school library and four public libraries. All the metro libraries, county libraries, major universities, library school and the State Library are linked by FAX machines. The environment does exist for statewide resource sharing. A statewide study will be conducted early in 1989 with recommendations for a statewide resource sharing program.

THE STATE LIBRARY

The State Library, as mentioned earlier, is made up of three separate Divisions. The Divisions are coordinated by the Director of the Department of Library, Archives and Public Records and has a different mission to fulfill. The Divisions are listed on page three.

LED is responsible for the development and implementation of the LSCA program. State Library management staff involved with LSCA are:

Sharon G. Womack	Director
Arlene Bansal	Deputy Director
Tony Miele	Division Director for Library Development and LSCA Coordinator
Robin Cabot	Consultant
Bob Machinski	Consultant
Beth Ellen Woodard	Program Consultant
Bobby Arvizu	Fiscal Officer
Beth Francis	Communications Director
Ray Tevis	Division Director Research Library
Richard Peel	Division Director for the Blind and Physically Handicapped

DISSEMINATION OF INFORMATION

All LSCA documents are published and distributed according to LSCA guidelines and regulations.

Long Range and Annual Program documents will be made available for review and comment by the public.

The Advisory Council will review and comment on the final document before submission to DOE.

All announcements and information regarding the publication and availability of LSCA documents will be published in the weekly *"Arizona Libraries Newsweek,"* the official newsletter of the State Library.

Copies of Long Range and Annual Programs are mailed, first class, to all public libraries in the state of Arizona upon approval of DOE.

Announcements of all projects funded under LSCA are made through public media and the *"Arizona Libraries NewsweeK,"* the official newsletter of the State Library.

LSCA CRITERIA

The LSCA Annual Program will prescribe basic eligibility criteria for application and award of LSCA funds. These specific criteria are reviewed annually and are determined by legal, professional and administrative guidelines. Eligibility criteria determine which organizations are acceptable to apply for LSCA. Eligibility criteria provide no additional influence on the grants review or awards process. They serve only to screen LSCA applicants and proposals to be reviewed.

Each preliminary and final proposal is screened for eligibility and LED staff work with prospective applicants to ensure an eligible proposal. This screening is preliminary to Advisory Council review.

In all cases eligibility for application and award of LSCA funds will be in accordance with the LSCA guidelines and regulations and pertinent *"Arizona Revised Statues"* requirements.

Criteria for determining need and reviewing and evaluating grant programs for public libraries shall be based on the *"Arizona Minimum Standards"*, and beginning in FY 1990, the *"Guidelines for Public Library Service"* as published by the ASLA and recognized by the State Library as statewide standards for library development.

ARIZONA STATE ADVISORY COUNCIL ON LIBRARIES

The Arizona State Advisory Council on Libraries (Advisory Council) is an 18 member advisory committee appointed by the Director of the State Library with recommendations from the ASLA. The Advisory Council reviews, considers, evaluates, monitors and assists with the planning of future programs according to LSCA guidelines and procedures. On a yearly grant cycle basis, the Advisory Council receives the Long Range and Annual Programs plans for review and comment; receives and comments on all preliminary proposals submitted; reviews final proposals in detail; holds public hearings to review proposals and assists LED staff in the evaluation of grants in relation to established criteria and finally, the Advisory Council recommends projects to be funded to the State Library director.

LSCA GRANTS APPLICATION AND REVIEW PROCESS

Notice of the opening of a new grants cycle is mailed along with preliminary proposal forms by first class mail to all eligible applicants (libraries, consortia, organizations, etc.). Additional notices are included in the *"Arizona Libraries Newsweek,"*. All other opportunities to notify potential applicants are taken such as in presentations, workshops, or regularly and non-regularly scheduled meetings.

Preliminary proposal information packets include the categories of grant programs as sponsored under LSCA, definitions for each of those categories, purposes of programs funded under each category, eligibility criteria and specific category guidelines/priorities. A grants calender is included to insure that the potential applicant is aware of the various deadlines and the general process for receiving consideration and possible funding for an LSCA project. Preliminary proposals are brief, one page outlines of a project submitted for review by the State Library. The scope of preliminary proposals provides an overall indication as to the variety and number of possible LSCA programs. It also provides an opportunity for dialogue and the elimination of ineligible or low priority programs that have little or no chance for funding.

The preliminary proposal serves to notify the applicant as to the initial reception of the project idea as well as indicating the level of competition of other such project ideas, therefore enabling the applicant to judge the project's potential for success as a final proposal.

Preliminary Proposal Review

Once the deadline for preliminary proposals is met, the proposals are screened by the LED staff for basic eligibility criteria (both state and LSCA), general completeness, readability and

accuracy of information. Once the staff have reviewed the preliminary proposals they are presented to the Advisory Council for their information. The Advisory Council is furnished very general evaluation criteria at this stage and is assured that the preliminary proposal has already received preliminary screening and review. Comments for each preliminary proposal are sent to each respective applicant for his/her information and consideration. Each preliminary proposal applicant is notified as to the encouragement/discouragement status of his/her preliminary proposal. At this point the applicant must decide upon submission of a final proposal.

Final Proposal Review

When the deadline for final proposal submission has been met by applicants, the proposals are sent to the Advisory Council along with review criteria and review/comment sheets. The Advisory Council members are divided into four sub-groups and are responsible only for their applications.

Prior to the full Advisory Council meeting, applicants are given the opportunity at a public hearing to respond to questions concerning their applications.

The next day, the full Advisory Council meets to review, discuss and recommend funding, partial funding or no funding on all applications. Their recommendations are presented to the State Library Director for final approval.

Grants Evaluation

The prevailing evaluation criteria for grant projects are based upon Arizona's *"Minimum Public Library Standards,"* 1978 and beginning FY 1990, the *"Guidelines for Public Library Service."* Evaluation of the past and on-going LSCA projects and programming consists of the following elements: collection and application of descriptive statistics; on-site monitoring; use of surveys, interviews and comparative analysis of projects on a national level. All aspects of the monitoring process are conducted by LED staff with the advice and assistance of the Advisory Council.

PUBLIC LIBRARY CONSTRUCTION

Title II

The purpose of this section of the Long Range Program is to provide general guidelines, criteria and requirements as determined by both the federal and state governments. The construction funds may be used to construct new building facilities (separate and apart from any current structure now in use) or these funds may be used to expand, acquire, remodel or alter any existing building that qualifies for use as a library under LSCA and State guidelines. In addition to facilities, these funds may be utilized to purchase equipment or furnishings, pay architects' fees or acquire necessary land for construction.

CRITERIA FOR DETERMINING ADEQUACY OF LIBRARY BUILDINGS

Proposed LSCA construction projects must bring the new or renovated facility to meet the following standards:

"Arizona Minimum Standards for Public Libraries," Arizona State Library Association, 1978 and beginning FY 1990 the *"Guidelines for Public Library Service."*

"Accessibility of Buildings to the Physically Handicapped" - P.L. 90-480 and all subsequent publications of the American National Standards Institute (ANSI) regarding specifications for making buildings accessible for the handicapped.

GUIDELINES FOR APPLICATION FOR AN LSCA CONSTRUCTION GRANT

I. Purpose

The Arizona Department of Library, Archives and Public Records will award public library construction grants funded under Title II of the Library Services and Construction Act.

The Director of the State Library will approve projects within the following categories:

1. New building.
2. Addition to existing building.
3. Renovation of existing building, including the purchase and renovation of an older building, access for handicapped, and energy conservation.

II. Evaluation Criteria

Letters of Intent and applications will be evaluated using the following criteria:

1. Adequacy of the proposed project to provide library service to meet the standards as defined above.
2. Evidence that a grantee will have a satisfactory operating budget and qualified staff to provide adequate service.

III. General Requirements

Requirements of library construction projects include the following:

1. All legally established public libraries in Arizona are eligible to apply.

2. All local matching funds must be assured before a construction contract is signed.

3. Grantees must comply with all federal, state, and local laws and regulations applicable to construction on public buildings with federal funds.

4. Final architect's plans must be approved by the State Library.

5. Projects approved for funding must be let for bid as soon as possible.

6. Projects must be under contract no later than sixty days upon receiving approved bid.

7. All local funds required for match will be available/expended by completion of projects before federal funds can be expended.

8. Applicant will underwrite/deliver local match funds (regardless of source) as guarantor for payment of all related construction costs beyond those covered by LSCA funds required for full completion of the project, within 30 days of scheduled completion date.

9. Project will be completed within 90 days of scheduled completion date based on primary contract agreement.

   a. Cost overruns beyond original primary contract agreement shall be borne by the applicant.

   b. Construction deadline extensions may be granted by the State Library in instances of extenuating circumstances.

10. Applicant agrees that with the exception of Federal Revenue Sharing funds and Federal Housing Authority funds, all local matching funds shall not be federal funds or originated as federal funds (such as CDBG funds).

11. Grantee must comply with accessibility for physically handicapped requirements for building construction.

12. Certify that unattached/unencumbered matching funds total an amount of no less than 50% of total project construction costs at the time of award (as noted in the appropriate LSCA Annual Program).

13. All previous planning and construction expenditures (before the primary contract) are subject to final review and approval by the State Library before such expenditures can be applied as part of the qualified local match for LSCA Title II construction project.

14. Submission of preliminary plans with application to include basic site plan and vicinity maps with necessary support drawings and specifications prepared and approved by a certified Arizona architect for construction projects exceeding $20,000 or requiring additional land acquisition beyond that currently held by the library.

15. Maximum consideration of energy efficiency in construction of new facilities as suggested by Standard 90-75 of American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE).

16. Legal proof that applicant holds unconditional* or legal title to building site (to include rights of access) or that final site acquisition will be completed within 90 days.

17. Renovation/addition projects must certify unconditional* or legal proof of building ownership or such acquisition within 90 days of application.

18. Must certify that appropriate political subdivision can and will enter into contract with the State Library upon award of grant assuring initial execution of construction on agreed dates and completion of construction within a reasonable period of time.

19. Compliance with full and partial audit requests and procedures as required by the State Library during and after construction to include retention of all financial records and compliance with federal regulations governing access to records of contractors and subcontractors as outlined in 34CFR, Part 74, Subpart D.

20. Must comply with competitive bidding for all principal contracts for construction and fixed equipment with contracts to be awarded to lowest responsible bidder.

21. Must certify that all construction will meet or exceed local codes and will be in compliance with *"Technical Handbook for Facilities Engineering and Construction Manual."*

22. All facilities and real property acquired, constructed, renovated, or improved with LSCA funds must be used in accordance with legislative intent and direction as given in CFR 74.134.

23. Must comply with flood hazard evaluation requirements for proposed construction in accordance with Presidential Executive Order 11988 (34 CFR75.611) to include flood plain certification and permits as required by local ordinance and the U.S. Army Corps of Engineers.

24. Must comply with the Uniform Relocation Assistance and Real Properties Acquisition Policies Act of 1970 and 34CFR15.

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* Unconditional title to land (lease, etc.) must be minimum of 20 year period.

25. Must comply with environmental impact assessment and related policies of the National Environmental Policies Act of 1969 and Presidential Executive order 11514.

26. Must comply with all federal statutes and regulations prohibiting discrimination on the basis of race, color, national origin, handicap, sex or age.

27. Must comply with Occupational Safety and Health Act of 1970 (P.L. 91-576) and such local/state codes as they apply to area construction projects.

28. Political subdivision of applicant must certify to provide and maintain supervision and inspection (to include site visits) to ensure construction compliance with approved plans and specifications. Such supervision and inspection to include local (site) compliance with Presidential Executive Order 11246 "Equal Employment Opportunities" (41CFR, Part 60).

29. Construction contract** compliance with Davis-Bacon Act (40 U.S.C. 276-a to a-7) supplemented by Department of Labor Regulation (29 CFR, Part 5) and Contract Work Hours and Safety Standards Act (40 U.S.C. 327) supplemented by Department of Labor Regulations (29 CFR, Parts 5 and 1926). Compliance to include periodic monitoring and reporting responsibilities for contractors wage rate payment/payroll practices.

30. Construction must be started within 11 months of the grant year or the grant will be withdrawn and applicant will have to reapply during the next grant period.

APPLICATION PROCEDURES FOR TITLE II GRANTS

1. Preliminary Proposal packets are sent to all public libraries and other selected entities. Notice is also published in the *"Arizona Libraries Newsweek."*

2. Preliminary Proposal forms are returned by applicants according to instruction packets.

3. Preliminary Proposals are reviewed by LED staff for eligibility, compliance and general feasibility under both LSCA criteria as well as state requirements. Applicant is provided with professional assistance, if necessary.

4. Screened Preliminary Proposal applicants are provided Final Application packets and instructions/requirements.

5. Final Proposals are received and reviewed by the State Library as well as the Advisory Council.

6. Award Notices are mailed to all successful applicants and non-award applicants are also notified. All grants are *conditional* upon the availability of federal funds. When

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** The term contract includes all related sub-contracts.

federal funds are awarded, Intergovernmental Agreement contracts (IGA) are cut and sent to awardees.

7. The local political subdivision is authorized by the State Library to proceed to bid process and contracting agreements upon successful completion of the IGA contract.

PRIORITIES FOR GRANT AWARDS

Grant awards under this title shall be reviewed and considered according to the following criteria:

Establishment of a new library service facility:

1. Planning and resource ability to initiate and maintain locally adequate library services after the construction of a library facility.

2. Documented need/desire of local community.

3. Support/sponsorship of political subdivision.

Construction of new public library facility (separate from current facility)

1. Document need as measured against the *"Arizona Minimum Standards for Public Libraries"* and beginning FY 1990, the *"Guidelines for Public Library Service."*

2. Impact on current library service program.

3. Local intent and ability to initiate and maintain improved library service as a result of the new facility.

4. General commitment and approval of the local community.

5. Review and consideration of current written library service program and supporting community analysis/library analysis.

Renovation/addition to existing public library facility

1. Documentation of need as measured against the *"Arizona Minimum Standards for Public Libraries* "and beginning FY 1990, the *"Guidelines for Public Library Service."*

2. Review and consideration of current written library service program and supporting community analysis/library analysis.

3. Commitment/support of general, local community to the project.

4. Documented/measured impact of improved library services as result of improved facilities.

GRANT AWARDS APPEAL PROCESS

All Title II applicants will be given written notice of approval and reasons for non-approval. The Title II applicant has the right to appeal a non-approval pending the addition of new or extenuating information that might genuinely affect a reconsideration.

Applicants must notify the State Library, in writing, within fifteen days after receipt of their notice of non-approval. Upon notification the State Library will set a date and arrange for a hearing between the applicant and the State Library Director, the LSCA Coordinator, LED staff and selected members of the Advisory Council.

The State Library shall, upon the conclusion of such a hearing, provide a final decision, to be delivered to the applicant by certified mail, within thirty days of the appeal hearing date.

CONSTRUCTION SITE SIGNS

Construction projects receiving partial funding under the LSCA Title II, Public Library Construction program shall display, at the construction site, a sign stating that federal funds were provided, in part, under the Library Services and Construction Act. If specifications call for a permanent plaque in the completed building, such should indicate the date of completion and noting the provision of funds by the Act.

RULES, REGULATIONS AND GUIDELINES FOR LSCA GRANT APPLICATIONS

Title I and Title III

I. LSCA PROGRAM ADMINISTRATION

Library interests throughout Arizona have had considerable involvement in formulating the rules, regulations and guidelines for administering library programs under the Library Services and Construction Act.

A. Policy Formulation, Planning, Evaluation

The following groups have been active in providing input to the State Library:

1. Administration of the Arizona Department of Library, Archives and Public Records.
2. Arizona State Advisory Council on Libraries.
3. Arizona Statewide Planning Council.
4. Office of Education, Administrative Librarian.
5. Library Extension Division staff, individual librarians, trustees, and users.

B. Review and Approval Process

1. Notice of the intent to adopt or revise rules and regulations is announced to the Library community through regular State Library communication channels.
2. Draft of rules and regulations are presented for formal review to the Advisory Council, other advisory committees, and library administrators.
3. The Director of the State Library approves rules and regulations.

C. Dissemination and Distribution Process

1. Rules and regulations adopted by the State Library Director are published through regular State Library communication channels.
2. Copies of planning documents are furnished to ASCLA and ERIC for dissemination to the library profession.
3. Notice of the publication of a planning document is sent to media through regular State Library communication channels. The notice announces that copies are available at the agency upon request.

4. Copies of the Long Range Program are distributed to all public libraries in Arizona and made available to others on request.

5. Copies of all planning documents are distributed to members of the Advisory Council, and other advisory committees.

D. **Program Evaluation**

Evaluation of the Long Range Program and all projects funded through grants from the LSCA are continuously monitored.

The procedures for evaluation include:

1. Proposals for grants from libraries and library organizations are reviewed and evaluated by staff of the State Library and the Advisory Council based on established criteria.

2. LED consultants are assigned as liaison persons to each project funded through LSCA.

3. In the final quarter of each project, the liaison staff conducts a formal on-site review of the project for evaluation purposes. The consultant's report indicates success or lack of success of the project in terms of progress made toward meeting the library's needs stated in the original proposal. Copies of the consultants' reports are on file at the State Library.

4. Innovative and demonstration projects provide a casebook to assist other libraries seeking to replicate the project in other areas of the state.

5. Complete financial reports of each project, including an audit by a licensed public accountant or CPA, are furnished to the State Library at the end of each fiscal year.

II. RULES, REGULATIONS AND GUIDELINES

Introduction

Funding for LSCA is never a certainty, however, when funds do become available these rules, regulations and guidelines are in effect. The funds will be used to make grants to improve library services in the State. Grants will be made in accordance with the priorities and requirements of LSCA in addition to the priorities and requirements of the State's *"Long Range Program for Library Development in Arizona, 1989-92."*

This packet contains general information, LSCA regulations and grant guidelines in addition to all the forms needed to apply for a FY 1988-89 LSCA grant.

Priorities of LSCA

Grants will be made only to support those projects which will serve to further the overall goals and priorities of LSCA. These are as follows:

Title I, Public Library Services: (1) the extension of public library services to areas and populations without such services and the improvement of such services to areas and populations to ensure that such services are adequate to meet user needs and to make library services accessible to individuals who, by reason of distance, residence, handicap, age, literacy level, or other disadvantage, are unable to receive the benefits of public library services regularly made available to the public; (2) for adapting public library services to meet particular needs of individuals within the State; (3) for assisting libraries to serve as community information and referral centers; (4) for assisting libraries in providing literacy programs for adults and school dropouts in cooperation with other agencies and organizations, if appropriate.

Title III, Interlibrary Cooperation: (1) planning for, and taking other steps leading to the development of cooperative library networks; and (2) establishing, expanding, and operating local, regional, and interstate cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center.

Priorities of the Long Range Program

The **Long Range Program for Library Development in Arizona** determines the priorities of the State Library in meeting the library development needs of the state through the use of LSCA funds. This document, which is sent to every library in the state, is annually updated with the advice of the Advisory Council. Input from the library community concerning appropriate goals and objectives for library development is always welcomed and eagerly sought.

The **Long Range Program** consists of goals and objectives for library development in Arizona. The following list summarizes the goals of the current Long Range Program which are relevant to Titles I and III of LSCA. Following each goal are one or more examples of LSCA grant projects which would serve to meet the goal. The examples are provided only to illustrate each goal. They are not to be taken as a suggested list of grant projects.

Long Range Program Priorities for Library Development in Arizona

A. Title I funds allocated for the following:

1. Extend public library services to all Arizona citizens that are not directly served by a public library.

   EXAMPLE: Pilot projects to serve areas without public library services.

2. Improve public library service in areas where services are inadequate.

The following list within the above LSCA priority, will be the areas of concentration for the next LSCA Grant Cycle. They are not in priority order but they do fit within the general priorities of the Library Services and Construction Act dealing with strengthening library services where they are inadequate.

a. Funds will be available for conversion of manual records to MARC Records for developing a data base and including personnel to do the project.

b. Provide funds to hire an automation consultant to assist in developing an automation plan.

c. Cooperative Collection Development - Cooperation can be between two or more public libraries, (includes Metro Libraries), with a multi-type group of libraries, with two or more county libraries or for a county system. A collection development policy must be in existence for each library.

The State Library will match (1 for 1) every dollar that exceeds the present book budget.

(1) Must be a commitment of local funds.
(2) Must have a plan for a continued collection development program.
(3) Funds are for books and periodicals only.

d. Provide funds for a county or district wide shared automated circulation system using MARC records. Can be Title I and/or Title III funds and can include public and non-public libraries.

3. Improve the provision of public library services to the culturally, socioeconomically, and educationally disadvantaged and those in local correctional facilities.

EXAMPLES:
a. Projects to develop special collections directed at the needs of disadvantaged groups.
b. Projects targeting the unemployed or underemployed to assist in developing job skills.
c. Projects to establish institutional library services where they do not exist.

4. Improve the provision of public library services to the physically handicapped.

EXAMPLES:
a. Projects to develop special collections directed at the needs of the handicapped.
b. Projects to utilize newer technologies in meeting the needs of the handicapped.

5. State Institutional Library Service

Priority shall be given to planning and taking other steps to develop and improve programs and projects designed to establish, expand, and operate state institutional library services.

Among the criteria that will be considered to establish adequacy will be:

"Standards for Libraries at Institutions for the Mentally Retarded." ASCLA, 1981.

"Library Standards for Adult Correctional Institutions." ASCLA/American Correctional Association, 1981.

"Library Standards for Jails and Detention Facilities." ASCLA, 1981.

6. Strengthening of the State Library Agency

Priority shall be given to strengthening the capacity of the State Library for meeting the library and information needs of the citizens of Arizona. This will include administering the Long Range plans submitted under the requirements of LSCA, statewide planning for an evaluation of library services, dissemination of information concerning library services, and strengthening the agency's role in coordinating library programs and services.

Criteria for determining the adequacy of programs and services of the Department will be:

"Standards for Library Functions at the State Level," Association of Specialized and Cooperative Library Agencies, Subcommittee on Standards for Library Function at the State Level, 1985.

7. Major Urban Resource Libraries (MURLS)

Financial assistance shall be awarded to strengthen the public libraries in Arizona which are designated as major urban resource libraries by the U.S. Office of Education. Funds will be awarded on the basis of population for the purposes of acquiring and processing library resources and for providing informational reference and interlibrary loan services for individual users and public libraries in the regional area served by the major urban resource library.

The following libraries are designated as major urban resource libraries: Phoenix Public Library, Tucson Public Library, and newly designated this year are Mesa and Glendale Public Libraries.

Criteria for determining adequacy of programs and services of the major urban resource libraries will be determined by the State Library in consultation with the Advisory Council. Criteria currently in effect stipulate that a major urban resource library:

a. Will make available the resources of its collections through interlibrary loan to all legally established public libraries in Arizona.
b. Improve and insure continued development of major concentrations of library resources available for statewide access.
c. Improve statewide access to the resources of metropolitan public (resource) libraries.
d. Improve access to and availability of special materials from designated major urban resource libraries.

8. Strengthening Metropolitan Public Libraries

Priority for specific programs shall be given to innovative projects which extend library service to special population(s) in a given metropolitan area, have the potential for application in other areas, have implication for improved statewide services, or allow special collections and resources to be made available to state, regional, and national networks.

9. Improve the provision of public library services to persons with limited English-speaking proficiency.

EXAMPLES:
a. Projects to assist in the development of materials collections for Spanish and other non-English speaking groups.
b. Projects to develop outreach programs for these groups.
c. Projects to support English language instruction for the limited English-speaking.
d. Projects to study the service needs of these groups.
e. Projects to develop the ability of library employees to provide services to limited English-speaking individuals.

10. Improve the provision of public library services to older readers.

EXAMPLES:
a. Projects to develop collections of materials targeted at older readers.
b. Projects to demonstrate special delivery systems for older readers.
c. Projects to develop special staff skills in serving older readers.
d. Publicity projects designed to encourage library use among older readers.

11. Community Information Referral Centers

12. Improve public library services by assisting libraries in the provision of adult literacy training programs.

EXAMPLES:
a. Projects to develop resource collections for use with adult literacy training programs.
b. Projects to demonstrate the use of newer instructional technologies in literacy training programs.

13. Handicapped.

Priority shall be given to planning and development of programs that make regular library services more accessible to handicapped individuals such as the deaf.

14. Administration.

The State Library shall use funds within the guidelines of the Library Services and Construction Act. Priority shall be given to the support of activities of the Advisory Council, planning and evaluation of grant programs, informing Arizona libraries about grants, and enhancing the ability of LED staff to meet the needs of Arizonans.

15. Improve statewide library services by providing educational opportunities for library staffs in all Arizona libraries.

EXAMPLE: Continuing education programs for library staffs in public and other types of libraries.

B. Title II - Library Construction

Funds received under the Arizona allotment for LSCA Title II will be expended in accordance with the rules and regulations annually reviewed by LED and the LSCA Coordinator.

C. Title III - Interlibrary Cooperation

Funds received under the Arizona allotment for LSCA Title III will be used for the effective coordination of resource sharing among all types of libraries. Priority will be given to projects which are considered to have the largest potential impact on library services statewide. All projects will be evaluated and ranked in priority with consideration given to those best achieving the overall goals as set forth in the Long Range Program.

1. Provide for expanded information services to all Arizonans by planning for cooperative library networks encompassing public, academic, special, and school libraries.

EXAMPLE: Projects to study the feasibility of establishing local multi-type networks which can be integrated into the emerging statewide network.

2. Strengthen statewide library services by improving the ability of all types and sizes of libraries to share their resources.

EXAMPLES:
a. Projects to create or expand local or regional multi- type resource sharing networks.
b. Projects to establish linkages between resource sharing networks to further the emergence of a statewide network.
c. Projects to establish and expand effective and efficient interlibrary communication and delivery systems capable of being integrated into the emerging statewide network.
d. Project to engage an outside consultant to develop a statewide resource sharing plan.

D. Applications will be considered in terms of the statewide goals, objectives, and planned actions which are detailed in the Long Range Program. The specifics for each type of grant will be determined during the first year of the program but will be based on:

Legality. Is the project authorized by federal and state laws and local governing authorities?

Goal-related. Are the project objectives in accordance with goals and objectives set forth in the Long Range Program? To what extent is statewide consensus evident on the importance of the project?

Planning. Does the project have a reasonable chance to succeed? Is there evidence of local commitment to continue the project? Are local and state funds potentially available?

Replicability. How significant is the project in terms of applicability in other locations in the state? The nation?

Local management capacity. What is the competency of personnel and adequacy of facilities to administer the project?

Interagency cooperation. Does the project reflect a concerted approach? Is it community oriented? Is it a duplication of effort?

Evaluation. Are the project objectives stated in measurable terms? Are evaluation criteria listed? Does the project meet the requirements of the State Library application form?

Capacity to Monitor. Does the Library Extension Division have the ability to monitor the project?

Political Implications. Is the project free of political or geographic bias?

E. Priority in allocating Title I funds for the overall program will be based on the purposes of the Library Services and Construction Act. Funds will be allocated among purposes of the Act which alleviate the identified needs consistent with the Basic State Plan, Long Range Program, the Annual Program, the County Long Range Plan and a pending statewide resource sharing plan.

Public library services need to be strengthened to enable the libraries of Arizona to meet minimum standards. Programs to meet the needs of the disadvantaged and major urban libraries designated as national regional centers will be considered priorities under Title I.

F. Priority will be assured for programs specified in the provisions of the Library Services and Construction Act.

In Arizona, areas with high concentration of persons with limited English speaking ability are given a high priority since they represent a large portion of the state's population!

Areas with high concentration of low income families receive priority in the LSCA program. Applications are reviewed with consideration for the criteria, procedures, and policies of the LSCA program.

G. **Additional items to add strength to a proposal application include:**

1. Demonstration of the readiness of the institution to fully support the project.

2. Proposal must include a realistic and well constructed plan of action including a timetable for achieving the objectives. Provisions are to be made for continuing services beyond the grant period.

3. Demonstration of community support-letters of commitment must be included for all cooperative programs.

4. Demonstration of Innovation - demonstrate a new approach to a library problem. Activities should be a model for other agencies.

H. **Eligibility Criteria to apply for Grants**

1. Metropolitan libraries must be open to the public at least 60 hours per week.

   a. Should participate in full range of services offered by a national bibliographic utility.

2. Demonstrated relevance to county/local long range plan - proposal must cite goals, objectives and activities of the county/local plan which relate to the project except for metropolitan libraries.

3. County libraries must be open to the public at least 40 hours per week

   a. Proposal must be reviewed by County librarian.
   b. Proposal must be provided for in the current county library plan.

4. Libraries serving incorporated cities/towns must be open to the public at least 20 hours per week.

5. Libraries in unincorporated communities must be open to the public at least 15 hours per week.

   a. Proposal must be submitted through the county library.

6. Libraries must participate in Arizona Interlibrary Loan without charge.

7. Libraries must provide library services free of charge to all residents within the area library is located.

8. Institutions must receive minimum of 80% of its funding from the state.

I. **Suggestions for Development of Project Application**

1. It is highly recommended that the LED staff is contacted early in the project planning process to discuss ideas for LSCA assistance. The staff can give a good indication of the degree to which project ideas are in sync with the priorities of LSCA and the state's Long Range Program. Staff may be able to suggest other ways that will make the project more competitive.

2. In any given year, the Advisory Council may have 40- 60 project applications to review. Advisory Councils have indicated, in the past, that they react more favorably to one, or at most two or three applications from any given library, representing only the library's top priorities for LSCA assistance. The Advisory Council has not reacted favorably to a "shotgun" approach, which results in having to review many applications from the same library.

3. Again, due to the large number of applications which the Advisory Council must review, it is suggested that the information be presented clearly and succinctly. The application should indicate exactly what the problem is to be addressed, the manner in which it will be addressed, and what the results will be, in measurable (preferably quantitative) terms. Remember that half of the Advisory Council members are not librarians and may not understand technical terms or library jargon.

4. In proposing a budget, do not overbudget. The narrative portions of the application should explain the amounts listed in the budget and why they are necessary to meet the project objectives.

5. The local contribution to the project, as presented in the application, may be cash or in-kind (library staff time, etc.). Again, the narrative portions of the application should make clear what these local contributions are.

J. Eligible Applicants

LSCA grants may be made to any legally-established public library, academic library, special library, school library cooperative or consortium, or to any legally-established organization willing to serve as fiscal agent for a project to benefit one or more libraries. Libraries should be aware of the fact that roughly 80% of the LSCA funds allotted to the State Library are Title I funds which may only be used to improve public library services. Title III funds may be granted to any type of library or other organization to assist with cooperative projects. Titles I and III funds may be used in combination to fund different aspects of the same project which are appropriate to these two funding sources.

K. Funding - Availability and Procedures

The limits on the amount of LSCA assistance that libraries may request are set within the priorities as adopted by the Advisory Council and provided within these guidelines. The State Library endeavors to make as many grants as possible to libraries throughout the state. For this reason, libraries submitting proposals that would require a large portion of the state's LSCA allotment may be less competitive than smaller, more reasonable requests.

Local matching support for grant projects funded from Title I or Title III sources is not required by federal or state regulations. However, cash and/or in-kind support from local sources is expected from all applicants as evidence of local commitment to the project objectives.

All approved LSCA projects are expected to seek on-going funding from local or other sources to support the project once the federal aid has ended. In this way, LSCA projects are intended to "demonstrate" to local, state, or other potential funding sources the value of a given service or activity.

L. Items that May be Funded by LSCA Title I Grants

1. Additional staff required for the implementation of the project may be funded by LSCA funds, however, funds may not be used for the support of ongoing staff.

2. Print, AV and microform materials which are essential to the performance of the proposed service may be funded. However, basic library materials is a local responsibility.

3. Equipment and supplies which are essential to the performance of the proposed service may be funded by LSCA funds. Examples of such equipment are bookmobiles, library vans, microfilm readers, and AV equipment.

Buildings and building alterations cannot be funded by Title I. However, applications for construction grants may be made under LSCA Title II when funds are available.

M. Length of Grant Projects

LSCA grant funding will be available for a 12-month period coinciding with the Federal fiscal year which begins October 1. Grants will not be made for projects which would require LSCA funding for more than one year, though libraries may re-apply for funding in subsequent years.

MISSION

It is the mission of the State Library to assure that all Arizona residents are entitled to secure information and materials in a form that can be used and understood. Arizona libraries fulfill their purpose to the extent that they meet the informational, educational and recreational needs of their clientele.

SUPPORTING GOALS

Nine goals have been developed to support this mission (not in priority order):

Goal 1: A statewide network of public, school, academic, and special libraries will support the needs of Arizona residents for quality library service, information and materials.

Goal 2: Libraries will receive assistance in improving services to their clientele.

Goal 3: Public libraries will operate under appropriate legislation and be supported adequately.

Goal 4: Libraries will have or be able to obtain reference and circulating materials to meet the needs of their clientele.

Goal 5: Residents of Arizona will be served by professionally trained, knowledgeable, and competitively paid staff.

Goal 6: Arizona public libraries will have knowledgeable and concerned trustees and friends groups.

Goal 7: Public library services will be provided to all residents of Arizona regardless of geographic location or economic conditions.

Goal 8: Arizona libraries will provide service to meet the needs of special populations.

Goal 9: Long range plans for public libraries and the State Library will be developed, used as a basis for on-going decision making and evaluated on an annual basis.

LIBRARY SERVICES

GOAL 1

Goal 1: **A statewide network of public, school, academic, and special libraries will support the needs of Arizona residents for quality library service, information and materials.**

Objective 1.1: **By June 1989, an action plan for a statewide resource sharing network among all types of libraries will be developed.**

Assumption:

The Department of Library, Archives and Public Records (State Library) and the Arizona State Library Association (ASLA) will jointly promote the development of the *"Statewide Program for Arizona Libraries"* and encourage participation by the library community.

Activity:

1.1.1. A statewide task force will be appointed by the State Library in consultation with ASLA and representatives from the library community. (Jan., 1989)

1.1.2. The task force will develop an Request For Proposal (RFP) to hire an outside consultant to develop a statewide plan for resource sharing. (Feb. 1989)

1.1.3. The task force will be guided by resource sharing concepts stipulated in the long range plan and developed within the scope of the Statewide Plan. (June, 1989)

1.1.4. The task force will work with the Consultant in developing action plans for:

1) participation/membership

2) roles and responsibilities for each type library

3) library's obligations to the network

4) governance structure

5) program/functions such as ILL, collection development/coordination, second level reference and technology systems support required of the network. (Jan. 89 - June, 89)

1.1.5. The State Library will appoint a net lending task force to review present net lending operations. (project completed)

1.1.6. The task force will hire a consultant to study net lending and determine costs. (project completed)

1.1.7 The State Library to appoint a protocols task force to review present protocols used in ILL and Information Research. (May, 1989)

1.1.8 The task force to develop a protocols manual based on present ILL and information research programs. (Dec. 1988)

Objective 1.2: **By 1991, the State of Arizona will pay the cost of the resource sharing network.**

Assumption:

It is appropriate to expect the State of Arizona to assume a major part of the funding of the Statewide Resource Sharing Network because it is designed to benefit all of the citizens of Arizona. ASLA should work with the State Library in establishing the network, encourage the legislature to provide funds for the network, influence public opinion and provide professional leadership and direction as necessary.

Activity:

1.2.1. An ad-hoc group from the Statewide Network Task force will review resource requirements based on the Network Plan submitted by the protocols consultant, (June 1989)

1.2.2. Review existing resources available for networking and analysis of surplus/short fall (assume short fall), (June 1989)

1.2.3. Assist the State Library in developing a budget for the network to include in the State Library's annual budget request. (June, 1989)

Objective 1.3: **By 1992, local Boards of Education will permit school libraries to borrow and lend materials as full participants in a multitype library resource sharing network.**

Assumption:

All types of libraries should participate in the statewide network. There are often policy prohibitions that prevent full participation by school library media centers. These policies should be reviewed and changed as appropriate.

Objective 1.4: **By 1990, reciprocal borrowing privilege programs should be designed and implemented in 75% of the counties for public libraries.**

Assumption:

All libraries must be willing to loan materials to patrons from other libraries. The State Library and ASLA should provide leadership and direction in establishing reciprocal borrowing programs.

Activity:

1.4.1. The State Library will appoint a task force to study the need for a reciprocal borrowing program. (Oct. 1988)

1.4.2. County libraries should encourage libraries in the county to participate and include reciprocal borrowing in their regular plan of service. (Dec. 1988)

1.4.3. Reciprocal borrowing should be made a requirement for state funding. (July 1989)

1.4.4. Survey existing reciprocal borrowing programs statewide. (Nov. 1988)

1.4.5. Analyze and distribute results of survey. (Mar. 1989)

1.4.6. Develop, review and institute a plan for implementation. (Oct. 1990)

Objective 1.5: By 1989, a multitype, countywide, cooperative library group will be formed in each county.

Assumption:

In order for a statewide resource sharing plan to be successful, there must be full cooperation among all types of libraries in every county.

Activity:

1.5.1. A representative from an active, multitype, countywide, cooperative group will speak to the county librarians on advantages and organization of such a group. (project completed)

1.5.2. County librarians to form a multitype council in each county. (Dec. 1989)

1.5.3. The Councils will decide on which programs they can and will cooperate. (March 1990)

GOAL 2

Goal 2: **Libraries will receive assistance in improving services to their clientele.**

Objective 2.1: **County and State Library staff should provide consultant assistance to public libraries.**

Assumption:

County libraries should provide consultant services to local libraries. Consultant services should be available upon request and the county library should take the initiative in offering assistance. The LED consultants should be available in speciality areas most needed by libraries within Arizona. The State Library's services should be available upon request by county and local libraries and the State Library should take the initiative in visiting each county at least semiannually.

Activity:

2.1.1. Create a prioritized list of consulting needs by county. (June 1989)

2.1.2. Create a consultant resource directory in hard copy and electronic formats. (March 1989)

2.1.3. Provide first line consultant assistance to individual libraries. (ongoing)

2.1.4. Provide statewide consultant assistance. (ongoing)

2.1.5. Provide specialized consultant services by hiring outside consultants if necessary. (ongoing)

Objective 2.2: **The Department of Education will provide consulting assistance to school libraries.**

Assumption:

The Department of Education will provide consulting assistance to school libraries. The school library media consultant is the individual designated to provide consulting services to school libraries. The State Library stands ready to provide assistance when requested.

GOAL 3

Goal 3: **Public libraries will operate under appropriate legislation and be supported adequately.**

Objective 3.1: **By the end of the 1990 legislative session, state laws relating to public libraries in Arizona will be reviewed and rewritten in accordance with the goals and objectives of this plan to improve library services in Arizona.**

Assumption:

Leadership in the revision of Arizona's Library Laws should be jointly shared by the State Library and ASLA. Arizona library friends and library trustees must support revisions through their legislative networks. All librarians must also support the legislative revisions when presented to the legislature.

Activity:

3.1.1. A legislative task force of knowledgeable and concerned people will be appointed jointly by the State Library and ASLA. (Jan 1989)

3.1.2. The State Library and the ASLA will each have a representative on the legislative task force. (Jan. 1989)

3.1.3. Assemble texts of all existing Arizona statutes which affect libraries and review for possible changes. (Dec. 1988)

3.1.4. Prepare outline of proposed changes and distribute to all interested parties for comment. (Aug. 1989)

3.1.5. Compile and analyze comments and hold hearings. (Nov. 1989)

3.1.6. Draft new library legislation. (Jan. 1990)

3.1.7. Organize and take action to support passage of new library legislation. (Oct. 1989 and ongoing)

Objective 3.2: **The legislative package will define the fiscal responsibility of local, county, state, and federal governmental units in supporting adequate public library service to include some provision for minimum support and ongoing maintenance of effort at the local and county level in order to receive state funding.**

Assumption:

Support of public library service is a shared responsibility of several governmental jurisdictions. All communities and counties have a responsibility to provide a minimum level of support for local service to local residents. The state has a responsibility to ensure that

information is available to all residents by supplementing and perhaps equalizing local support.

Activity:

3.2.1. Include in new library legislation a definition of legal responsibility at local, county and state levels. (Aug. 1989)

3.2.2. Include in new library legislation provisions for minimum support and ongoing maintenance of effort at local and county levels to qualify for state funding.

3.2.3. Include in new library legislation funding for equalization grants and resource sharing network. (Aug. 1989)

Objective 3.3: By 1991, state funding of public libraries will increase to $2.00 per capita.

Assumption:

There is a demonstrated need to increase state aid support for public libraries.

Activity:

3.3.1. Communicate need for increased state aid to legislature. (April 1989 and annually)

3.3.2. Request increase in state aid to $1.50 per capita. (Oct. 1990)

3.3.3. Request increase in state aid to $2.00 per capita. (Oct. 1991)

Objective 3.4: By 1991, a plan for the use of federal LSCA funds should support the goals and objectives of this plan.

Assumption:

The use of federal LSCA funds is to support the needs of Arizona citizens documented in the statewide plan.

Activity:

3.4.1. Prepare a draft plan for use of the FY 1991 LSCA funds to support the needs of Arizona citizens within the framework of the LSCA Act. (Sept. 1990)

Objective 3.5: By 1991, public libraries will receive adequate local resources to provide, at a minimum, basic levels of service.

Assumption:

A basic level of service is a local responsibility. This fact should be tied in with qualifying for both state aid and LSCA funds.

Activity:

3.5.1.	Define basic levels of service.	(March 1989)
3.5.2.	Identify areas not making basic level of service and notify appropriate city and county officials.	(Sept. 1989)

GOAL 4

Goals 4: **Libraries will have or be able to obtain reference and circulating materials to meet the needs of their clientele.**

Objective 4.1: **By 1990, an analysis of subject strengths in Arizona library collections in all types of materials will be completed and used to determine the need for a public library resource collection and other cooperative development agreements.**

Assumption:

The analysis should include all types of materials—books, AV, serials, photographs, vertical file, and other special collections. This could be the basis of cooperative collection development agreements. All types of libraries should participate in this effort and can benefit by it. The State Library should take the leadership in coordinating collection development activities.

Activity:

4.1.1. ASLA should assist in training in collection analysis and encourage participation by local libraries of all types and assist the State Library in developing a plan for a statewide cooperative collection development program. (April 1989)

4.1.2. All libraries should analyze their collections and report subject strengths. (June 1990)

4.1.3. The State Library should develop the methodology of collection analysis and reporting forms, receive information about collection strengths, and publish the results. (Dec. 1991)

4.1.4. All libraries to develop implementation procedures. (June 1991)

Objective 4.2: **By 1990, 100% of county libraries, 75% of public libraries, and 50% of school libraries will have written collection development policies which seek to implement published professional guidelines.**

Assumption:

The State Library and ASLA should provide guidelines and assistance (workshops) in preparing collection development policies. ASLA should also encourage libraries to develop collection development policies within the framework of the *"Guidelines for Public Library Service."*

Activity:

4.2.1. Hold a collection development workshop. (Mar. 1989)

4.2.2. County, public and school libraries to develop collection development policies. (April 1990)

4.2.3. Copies of public libraries collection development policies and long range plans to be deposited with the State Library which will become a clearinghouse for all policies. (April 1989 and ongoing)

4.2.4. Copies of school libraries collection development policies to be deposited with the Department of Education which will become a clearinghouse for all policies. (April 1989 and ongoing)

4.2.5. Update the clearinghouse's collections every five years. (April 1994)

Objective 4.3: **By 1990, public libraries should allocate a minimum of $2.00 per capita or 20% of the annual operating budget (whichever is greater) for collection development.**

Assumption:

Public libraries must allocate sufficient funds for collection development if they are to provide a basic level of service to their patrons. Collection development must be a priority in revenue allocation. The State Library and ASLA should take steps to ensure the above.

Activity:

4.3.1. Provide data gathered from the annual statistical report and publicize the results. (Dec 1988 and annually)

Objective 4.4:

By 1989, a state documents depository acquisition and distribution system will be established.

Assumption:

A state documents depository system is an essential ingredient in a statewide resource sharing program. The State Library is the local agency to administer the program. ASLA should encourage members to support the depository program.

Activity:

4.4.1. Appoint an ad hoc committee to assist in developing a depository library system program. (as needed)

4.4.2. Examine other state's depository library programs. (ongoing)

4.4.3. Implement a depository library system program. (April 1989)

4.4.4. Establish an advisory board to advise the State Library in the maintenance of the depository library program. (April 1989)

GOAL 5

Goal 5: **Residents of Arizona will be served by professionally trained, knowledgeable, and competitively paid staff.**

Objective 5.1: **By 1991, every school library will be staffed by a librarian certified by the Arizona Department of Education.**

Assumption:

The State Library and ASLA should support the efforts of the Department of Education to require a certified school librarian in every school library.

Objective 5.2: **By 1989, a long range plan for continuing education (CE) in Arizona will be written.**

Assumption:

Staff who work in libraries need continuing education, regardless of the extent of prior education, training, or experience. The State Library and ASLA should ensure that continuing efforts are responsive to the changing needs of librarians and other library staff.

Activity:

5.2.1. The State Library and ASLA to jointly appoint a statewide Continuing Education Committee. (completed)

5.2.2. Survey the needs of the library community, analyze data and develop a plan. (March 1989)

5.2.3. Create a skill bank of human resources. (March 1989)

5.2.4. Identify sources of funding. (July 1989)

5.2.5. Develop, publish and distribute calendar of Continuing Education activities.

5.2.6. The State Library to hold workshops that satisfy the needs of the library community. (ongoing)

Objective 5.3: **Library personnel will be able to attend Continuing Education activities each year sponsored by the State Library, ASLA, and the Department of Education, that will improve their ability to serve their clientele.**

Assumption:

There are many current and potential providers of Continuing Education in Arizona county libraries, the State Library, ASLA, other library associations, the University of Arizona Graduate Library School, and other state agencies. The Continuing Education plan can provide for coordination among Continuing Education providers and assist in the selection of topics.

Activity:

5.3.1. Local libraries of all types should provide funds for Continuing Education and allow staff to participate in continuing education activities. (ongoing)

5.3.2. County libraries should plan and present continuing education activities each year, either individually or in cooperation with others, and submit information about their continuing education activities to a master Continuing Education calendar. (ongoing)

GOAL 6

Goal 6: **Arizona public libraries will have knowledgeable and concerned trustees and friends groups.**

Objective 6.1: **As part of the revision of legislation, the powers and duties of local and county trustees will be specified.**

Assumption:

Public libraries cannot improve without committed, knowledgeable trustees who have a clear understanding of their authority and make decisions accordingly. Clarifying the relationship, roles and responsibilities between local and county libraries is required.

Activity:

6.1.1 The State Library and ASLA to jointly appoint a committee to study needs of local and county trustees. (completed)

6.1.2. Local and county libraries should provide input about duties and responsibilities of trustees. (April 1989)

6.1.3. The State Library and ASLA should work together to draft the legislation as part of the overall legislation package and work with the legislature for enactment. (Dec. 1989)

6.1.4. Powers and decisions of local and county trustees be specified in revisions of library legislation. (April 1989)

Objective 6.2: **Trustees will be able to attend at least two workshops each year.**

Assumption:

Responsibility for Continuing Education for trustees falls within the purview of county libraries, State Library, and ASLA. All should sponsor Continuing Education activities on needed topics.

Activity:

6.2.1 Local and county libraries should allocate funds for trustees to attend meetings and workshops and encourage trustees to attend. (ongoing)

6.2.2. The State Library and ASLA should sponsor trustee education programs and encourage attendance of trustees. (ongoing)

6.2.3. Provide funding in form of scholarships and grants to trustees to attend workshops and conferences. (ongoing)

6.2.4. Develop Trustee Manual. (April, 1989)

Objective 6.3: **By 1991, 75% of public libraries will have established friends groups.**

Assumption:

Friends of Library groups play a significant supporting role in library activities. The State Library, ASLA and Arizona Library Friends (ALF) should encourage the formation of Friends of Library groups in each library.

Activity:

6.3.1. Each public library will develop and document roles, responsibilities, and duties for its friends group. (ongoing)

6.3.2. Assemble and make available a kit on how to establish a Friends of Library Group. (Nov. 1988)

GOAL 7

Goal 7: **Public library services will be provided to all residents of Arizona regardless of geographic location or economic conditions.**

Objective 7.1: **By 1990, isolated areas will be identified and a plan to provide an effective basic level of library service will be initiated.**

Assumption:

Arizona has large geographic areas with low-density population. Library service to these areas is sparse and poorly supported. Mechanisms for delivering effective basic service need to be devised. In each county, the county library or another library should be designated to coordinate service to isolated individuals. Basic service should be defined and include at least regular access to popular materials for all ages, answers to reference questions, interlibrary loan access to other materials and information, and even minimal programming for children, young adults, and adults.

Activity:

7.1.1	The State Library and ASLA to appoint a task force to identify isolated areas in need of library services.	(Dec. 1988)
7.1.2.	Task force to establish service standards.	(April 1989)
7.1.3.	Develop and implement a plan to provide service.	(May 1990)
7.1.4.	Demonstration projects to be funded with LSCA funds.	(Oct 1990)

GOAL 8

Goal 8: **Arizona libraries will provide service to meet the needs of special populations.**

Objective 8.1: **By 1989, libraries and the State Library will conduct an analysis to identify special populations including residents of correctional and publicly funded mental health institutions and have a plan of service to meet their needs.**

Assumption:

Attitudes about library service to special populations vary among counties and communities, depending on which population group is predominant in any particular community. Counties with small numbers of any special population group often allocate few resources to provide special services. Members of special population groups seek out those libraries with appropriate collections, crossing library boundaries to use those libraries. The State Library and ASLA should provide support and assistance when appropriate.

Activity:

8.1.1.	Identify special population groups.	(Dec. 1988)
8.1.2.	Identify resources available.	(Feb. 1989)
8.1.3.	Develop and distribute a resource guide.	(June 1989)
8.1.4.	Conduct a workshop for interested individuals.	(Aug. 1989)
8.1.5.	Develop and distribute a plan for statewide use.	(Dec. 1989)
8.1.6.	Allocate LSCA funds for demonstration projects.	(Oct. 1990)

GOAL 9

Goal 9: **Long range plans for public libraries and the State Library will be developed, used as a basis for ongoing decision-making, and evaluated on an annual basis.**

Objective 9.1: **By 1989, local and county libraries, the State Library and ASLA will have developed work plans covering 12 to 18 months to be used to implement the goals and objectives in this long-range plan.**

Assumption:

Long range plans can either be dynamic tools that guide decision-making and activities on an ongoing basis or less useful public relations pieces. To ensure that this long range plan is the former, there must be action toward implementing the goals and objectives. Commitment of implementation must occur at all levels. Statewide improvement of library service does not rest entirely with local or county libraries, or the State Library or with ASLA; all play a part. Local libraries are the initial point of contact with the public. No amount of coordination or leadership from other libraries will improve service if the local librarian is reluctant or local trustees are unwilling to develop and implement local plans based on implementation of the long range plan.

Activity:

9.1.1. The State Library and ASLA jointly appoint a task force to review progress of the Statewide Plan and the LSCA Long Range Program on an annual basis. (Oct 1988 and annually)

9.1.2. Engage an outside consultant to assist the task force in updating and revising the plans every three years. (Oct. 1990)

9.1.3. Update and revise the plans when appropriate. (every three years)

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MEMBERSHIP
1988-1989

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3. David Gunckel, Administrator 6/30/91
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SCHOOL LIBRARIES

4. Charlotte Needham 6/31/91
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FOUR YEAR COLLEGES AND UNIVERSITIES

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